



EDUCATION SUPPORT SPECIALIST III, #00207
(Working Title: Student Success Center Coordinator)

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and surrounding areas. Our three major campuses serve over 18,000 credit students, and provide training for an additional 14,000 students through the Community College Workforce Alliance. Over the years we have educated more than 275,000 people in the Richmond area. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Education Support Specialist III, Pay Band 4. This position will be assigned to the Division of Student Affairs, Downtown Campus, 700 E. Jackson Street.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

The Student Success Center Coordinator will organize and participate in the planning, directing, and implementation of college entry services to new and returning students through the campus Student Success Center. This position is responsible for the day-to-day operations and delivery of services in the Student Success Center and Placement Testing Center, to include admission, testing, academic advising, veterans' affairs, registration, financial aid and information desk. Position will plan and coordinate multiple program tasks and evaluate program effectiveness. Additionally, this position will supervise and evaluate staff.

**QUALIFICATIONS
REQUIRED:**

Considerable working knowledge of academic and career advising, financial aid, and enrollment processes; and retention strategies. Considerable working knowledge of transfer options relating to career choices and four-year colleges and universities. Considerable knowledge of customer service practices and principles. Demonstrated ability to direct the work of others and supervise staff. Demonstrated ability to administer and evaluate results of assessments. Demonstrated ability to communicate effectively orally and in writing, and work with a diverse population of students, parents, faculty and staff; and to use personal computers with current software programs. High school diploma or equivalent. The selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS
PREFERRED:**

Bachelor's degree from an accredited college or university is preferred. Master's degree in college and personnel services, counseling, higher education administration, or a related field is also preferred. Experience providing counseling to students in a community college environment is preferred.

PAY BAND RANGE: \$31,352 - \$64,347

**STARTING
SALARY:**

Approximate starting salary, \$31,352 - \$38,424, based on related full-time experience and pre-employment salary.

**APPLICATION
DEADLINE:**

Applications will be accepted through March 19, 2010.

**APPLICATION
PROCESS:**

To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>.

Women and Minorities are encouraged to apply.
 "Reasonable Accommodations" are provided for applicants with disabilities.
 AA/EOE/ADA